

**ANNEX GG**  
**SNOW REMOVAL PLAN**



**City of Ankeny, Iowa  
Department of Public Works**

**Snow Removal Operations  
Regulations and Procedures Manual**

**Division of Public Works  
211 SE Lorenz Dr.  
Ankeny, Iowa 50021  
(515) 963-3520**

**THE SERVICE PROVIDERS CREED**

1. Think and talk about residents' needs, and try to deliver the services to meet those needs.
2. Keep in mind how your actions are perceived by residents.
3. Tend to resolve issues in favor of the resident.
4. Give in, and compromise in situations where the value of good will exceeds the cost of the resolution.
5. Apologize to residents who received poor treatment.
6. Employ a "whatever it takes" policy to satisfy our residents or help one with a special need.
7. Service is our product. Service is produced only at the moment of delivery. Service cannot be recalled if it is performed poorly.
8. Do not offer excuses to explain poor service or problems. Give helpful information that will state when normal services can be expected.
9. Sloppiness is unacceptable. Don't let yourself down by allowing carelessness.
10. If you cannot take the time to do something right the first time, when will you find time to do it over?

**SNOW OR ICE REMOVAL, CHAPTER 10.92****Sections:**

- 10.92.010 Emergency snow routes--Designated generally
- 10.92.020 Emergency snow routes--Standing or parking regulation
- 10.92.030 Emergency snow routes--Established
- 10.92.040 Emergency snow removal operation--Declaration
- 10.92.050 Emergency snow removal operation--Standing and parking regulations
- 10.92.060 Emergency snow removal operation--Termination
- 10.92.070 Emergency snow removal operation--Other parking regulations superseded
- 10.92.080 Emergency snow removal operation--Parking violation--Penalty--Removal
- 10.92.090 Illegally parked vehicles--Removal and impoundment--Payment of cost to reclaim
- 10.92.100 Failure to reclaim—Disposition

**10.92.010 Emergency snow routes--Designated generally.**

The streets named in Section 10.092.030 are designated as emergency snow routes and such designation shall become effective upon the erection of signs giving notice of such designation.

**10.92.020 Emergency snow routes--Standing or parking regulation.**

- A. No person shall park, leave or abandon a vehicle on any emergency snow route during the period of time while snow is falling and/or drifting and for a period of twenty-four (24) hours after the snow fall and/or drifting has stopped.
- B. The owner or person in possession or control of any vehicle parked or left standing in violation of this provision shall be guilty of a misdemeanor and upon conviction shall be punished as provided in Chapter 1.20 of this code. Any motor vehicle parked in violation of this chapter shall be subject to removal, impoundment, and disposition as provided in Sections 10.092.090 and 10.92.100 of this Chapter.

**10.92.030 Emergency snow routes--Established.**

- A. The following streets are hereby designated as emergency snow routes:

- 1. N. Ankeny Boulevard
- 2. S. Ankeny Boulevard
- 3. E. First Street
- 4. W. First Street
- 5. NE Crestmoor Place
- 6. NE Delaware Avenue
- 7. NE Georgetown Boulevard
- 8. NE Trilein Drive
- 9. NE 5th Street
- 10. NE 9th Street
- 11. NE 18th Street
- 12. NE 36<sup>th</sup> Street
- 13. SE Ankeny Road
- 14. SE Delaware Avenue
- 15. SE Magazine Road
- 16. SE Peachtree Drive
- 17. SE Peterson Drive
- 18. SE Sharon Drive
- 19. SE Trilein Drive
- 20. SE 3rd Street
- 21. SE 8th Street
- 22. SE 30<sup>th</sup> Street
- 23. NW Ash Drive
- 24. NW College Avenue
- 25. NW Georgetown Boulevard

26. NW Greenwood Street
  27. NW Irvinedale Drive
  28. NW Linden Street
  29. NW School Street
  30. NW Wagner Boulevard
  31. NW State Street
  32. NW 4th Street
  33. NW 5th Street. (West of NW Linden Street)
  34. NW 5th Street. (NW School Street to N. Ankeny Boulevard)
  35. NW 9th Street
  36. NW 17th Street (NW Linden Street to NW Greenwood Street)
  37. NW 18th Street (NW State Street to NE Delaware Avenue)
  38. NW 36<sup>th</sup> Street
  39. NW Prairie Ridge Drive
  40. NW Scott Street (First Street to 4th Street)
  41. SW Cherry Street
  42. SW Des Moines Street
  43. SW Irvinedale Drive
  44. SW Linden Street
  45. SW Ordinance Road
  46. SW School Street
  47. SW State Street
  48. SW Townpark Drive
  49. SW Westview Drive
  50. SW 3rd Street
  51. SW 28<sup>th</sup> Street
- B. In addition to the streets listed in this Section, the city manager shall have the authority to designate additional streets as emergency snow routes. Such designation shall become effective upon the erection of signs giving notice of such designation.
- C. The provisions of Sections 10.92.010 through 10.92.030 shall be separate from, and in addition to, the regulations provided in Sections 10.92.040 through 10.92.080.

**10.92.040 Emergency snow removal operation--Declaration.**

- A. At any time ice or snow accumulations impede or hinder the safe movement of vehicular traffic upon any street, alley, or other public place within the city, or impede or otherwise interfere with the safe movement of emergency or public transportation over and across the same, the city manager may by appropriate public media declare the commencement of an emergency snow removal operation.
- B. "Appropriate public media" means a public announcement by means of broadcast or telecast from radio or television stations WHO, KRNT, KSO and KJJY. The

city manager or his designated representative may also cause such declaration to be announced in the Ankeny Press-Citizen, when time permits. The public announcement shall also specify the time and date when the emergency snow removal operation shall commence and terminate.

**10.92.050 Emergency snow removal operation--Standing and parking regulations.**

No person shall park or leave standing any vehicle on any street, alley, or public place within the city during the period of time that an emergency snow removal operation is in effect.

**10.92.060 Emergency snow removal operation--Termination.**

An emergency snow removal operation commenced under the provisions of this chapter shall remain in full force and effect for a forty-eight (48) hour period. The city manager or his designated representative may extend or terminate the period of an emergency snow removal operation.

**10.92.070 Emergency snow removal operation--Other parking regulations superseded.**

The provisions of Section 10.92.040 through 10.92.60 shall supersede all other parking regulations during the period of time in which an emergency snow removal operation is in effect. The parking prohibition contained in Section 10.92.050 shall be effective without the requirement that any signs be posted on any street.

**10.92.080 Emergency snow removal operation--Parking violation--Penalty--Removal.**

Any person who allows any motor vehicle owned or controlled by such person to left parked or standing in violation of Section 10.92.050 shall be guilty of a misdemeanor and upon conviction shall be punished as provided in Chapter 1.20 of this code. Any motor vehicle parked in violation of Section 10.92.050 shall be subject to removal, impoundment, and disposition as provided in Sections 10.92.090 and 10.92.100 of this Chapter.

**10.92.090 Illegally parked vehicles--Removal and impoundment--Payment of cost to reclaim.**

- A. The police department shall have authority to remove and impound any vehicle parked in violation of this Chapter.
- B. The owner of any vehicle removed and impounded as provided in Section 10.92.090 (A), shall be liable to the city for the costs incurred in removing, preparing and storing such vehicle. No vehicle impounded thereunder shall be returned to the owner until such costs are paid.

**10.92.100 Failure to reclaim--Disposition.**

In the event the owner fails to reclaim any vehicle removed and impounded under this Chapter within ten (10) days after its removal and impoundment, such vehicle shall

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be deemed abandoned as provided in Section 10.72.010 (A) (4) and shall be disposed of in accordance with the provisions of Sections 10.72.040 through 10.72.070 of this Code.

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## ICE AND SNOW ANTI-ICING AND PREWET APPLICATION

### Ice Control Material and Application Processes

For snow and ice control we use rock salt that is trucked in from Kansas. The salt is stored at our City Maintenance Facility in one of the three buildings on site. Along with salt storage, the salt building is where we conduct our salt brine mixing operation as well. This season we will stockpile 3,000 tons of salt, store 30,000 gallons of salt brine, and 6,000 gallons of calcium chloride.

What makes for effective snow and ice control? Although many factors are involved, timing is critical. Once ice and snow bond to roads, the time and effort required to plow or clear them dramatically increases. In addition, traffic traveling over the road compacts the snow making plowing even more difficult. The sooner we initiate action, the more likely we will succeed. To make a timely response to snow and ice we have to prepare in advance. Through a variety of weather forecasting sites we track potential snow storms for days. One thing is for sure, all snow storms are different. We track storms to try and get a read on many factors such as projected accumulation, ice or just snow, wind velocity, air temperature, dew point, and length of the event to name a few. The magnitude of the snow storm dictates the preparation needed to fight it.

**Anti-icing-** Our first line of defense in preparing to remove snow from city streets is anti-icing. Anti-icing is the snow and ice control practice of preventing the formation or development of bonded snow and ice to city streets by the timely application of a chemical freezing-point depressant. In our anti-icing operation we primarily apply salt brine to city streets which gives us melting capabilities down to 20 degrees. For storms where the temperature is projected to be below 20 degrees we use calcium chloride. Anti-icing gives us the capability of maintaining roads in the best conditions possible during a winter storm, and do so in an efficient manner. City streets are pre-wetting with salt brine up to 48 hrs. prior to the anticipated snow storm. When the salt brine dries it leave a white film on the road.

**Snow Removal-** All of our snow removal trucks were equipped with 100-gallon tanks containing salt brine to prewet salt as it drops from the truck conveyor to the truck spinner, and then onto the road. We have two large tandem axle trucks equipped with a 300 and 500 gallon tank which utilize calcium chloride. The tandem axle trucks have arterial roadway snow removal responsibility. They cover more lane miles than our single trucks requiring a faster acting ice control application. Prewetting the salt with salt brine before it is applied to the roads, activates the salt so that it quickly penetrates the snow or ice layers which breaks the bond between the snow/ice and the pavement. By breaking the snow bond to the pavement it can be removed effectively. Prewetting also reduces salt loss, because when salt is wet it sticks to the road and doesn't bounce off the road when applied.

Roadway safety is our primary objective and motivation for anti-icing and prewetting with salt brine and calcium chloride. Anti-icing enhances snow plowing operations, saves on materials used and reduces the cost of keeping roadways snow and ice clear.



**COMPONENTS OF THE SNOW REMOVAL OPERATION**

1. City Roadway Snow Removal
  - A. Rural Roadways
  - B. Arterial Roadways
  - C. Collector Streets
  - D. Residential Streets
  - E. Industrial Park Streets
  - F. Public Safety Drives & Sidewalks
2. Cul-de-sac Snow Removal
3. Anti-icing, De-icing & Sand/Salt Application Operation
4. Public Alley Snow Removal
5. Uptown Ankeny Business District Cleanup
6. Gravel Roadway Snow Removal
7. Parking Lot/ Facility Sidewalk Snow Removal & Ice Control
8. Public Sidewalk & Trail Snow Removal
9. Recreation Facility Snow Removal
10. Senior Citizen Contract Snow Removal Administration
11. Storm Snow Removal Cleanup
  - A. Wing back curblines
  - B. Slush control removal
  - C. Parked car spot removal
  - D. Fixed structure repair
  - E. Piled snow relocation
  - F. Request and complaint resolution
12. Snow Ordinance Enforcement Support/ Site Snow Removal
13. Emergency Support
14. Fleet Maintenance – Breakdown/ Repair/ Cleaning
15. Management of Snow Removal Operations

**STAGES OF SNOW REMOVAL READINESS**

1. Notification Procedures
  - A. Police Department contacts Public Works Administrator or Supervisor in regards to hazardous conditions present on city roadways.

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- B. Public Works Division detection of hazardous roadway conditions. Police Department is notified of Public Works plan of action.
- 2. Stage I – Anti-icing Operation
    - A. Up to 24 hrs. prior to the anticipated arrival of the storm
    - B. Application of anti-icing liquid to arterial and collector roads
  - 3. Stage II Snow Removal Operation
    - A. Snow accumulation to 1 ¾”.
    - B. Freezing rain creating hazardous roadway conditions.
    - C. Sand/Salt Application Operations - Levels of application.
      - 1. City roadways.
      - 2. Rural roads, snow routes, industrial roads, park and public safety drives.
      - 3. All roadway intersections, snow routes, then residential streets.
  - 4. Stage III Snow Removal Operation
    - A. Snow accumulation of 1 ¾ ” to 3”.
    - B. Snow plow operation procedures in effect.
    - C. Public Works separate street maintenance and park maintenance snow removal operations.
  - 5. Stage IV Snow Removal Operation
    - A. Snow accumulation of 3” to 5”.
    - B. Declared Snow Emergency Operation in effect.
    - C. Public Works Division operations combined for snow removal on city streets/
  - 6. Stage V Snow Removal Operation
    - A. Snow accumulation of 5” or more.
    - B. Public Works Division personnel on 16 hour shifts, off a minimum of 6 hours.
    - C. All Division personnel placed into service, other support personnel put on standby.
  - 7. Stage VI Snow Removal Operation
    - A. Snow accumulation over 12” and/or heavy snow and blizzard conditions.
    - B. Department support personnel placed in relief shift schedule.

## **SIDEWALK SNOW REMOVAL, CHAPTER 12.32**

### **Sections:**

12.32.010 Owner's responsibility—Noncompliance—Action by city.

12.32.020 Owner noncompliance—Assessment.

**12.32.010 Owner's responsibility—Noncompliance—Action by city.**

It shall be the responsibility of the abutting property owner to promptly remove snow, ice and accumulations from the sidewalks. In the event that such snow, ice and accumulations are permitted to remain on said sidewalks for more than twenty-four hours after the end of any snowfall or ice storm, the superintendent of streets may remove the same.

**12.32.20 Owner noncompliance—Assessment.**

If the city removes snow, ice, or other accumulations from any sidewalk, under the provisions of Section 12.32.010, the cost of said removal shall be assessed against the abutting property owner, and shall be collected in the following manner:

- A. **Determination of Cost.** After the city has completed its snow removal program, the council shall determine, as to each tract of said real estate, the actual cost of the labor and materials used by the city in the removal of snow and ice, including the cost of serving notice to the property owners. To the total of all such sums expended, the council shall then add an amount equal to twenty-five percent thereof to compensate for the cost of supervision of the administration, and shall assess the resulting sum against said tract of real estate, which shall be certified to the county auditor and the county treasurer by the clerk of the city, and shall be placed upon the tax books, and collected, together with interest and penalties, in the same manner as other unpaid taxes. When collected, said funds shall be paid into the fund from which said costs were originally paid.
- B. **Plats and Schedules.** Before making any such assessment, the city engineer shall, as required under the provisions of Section 384.59 of the 1987 Code of Iowa, prepare a plat and schedule of the several lots, tracts of land, or parcels of ground to be assessed, which shall be in accord with the assessor's records, and the amount proposed to be assessed against each of the same, for the removal of snow or ice.
- C. **Hearing.** The council shall thereupon fix a time for the hearing on such proposed assessments, which time shall be not later than May 15<sup>th</sup> of each year, and at least fifteen days prior to the time thus fixed for such hearing, shall give notice thereof to all concerned that such plat or schedule is on file, and that the amounts as shown therein will be assessed against the several lots, tracts, or parcels of ground described in said plat or schedule, at the time fixed for such hearing, unless objection is made thereto. Notice of such hearing shall be given by two publications in a newspaper of general circulation within the city, the first publication of which shall be not less than ten days before the date of the hearing. At such time and place, the owner of said premises or anyone liable to pay such assessment, may appear with the same rights given by law to property owners who protest other special assessments.

(Ord. 993, 1988)

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**OFFICIAL NOTICE**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Removed By: \_\_\_\_\_

Address: \_\_\_\_\_

Lot #: \_\_\_\_\_ Official Plat: \_\_\_\_\_

Property Owner: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**You are hereby notified to remove snow, ice and other accumulation within 24 hours after notice has been issued from your public walk area or the City of Ankeny will cause the same to be removed and assessed to the property owner.**

Notice Issued By: \_\_\_\_\_

**FOR CITY USE ONLY**Removed By Owner: \_\_\_\_\_ City Removed: \_\_\_\_\_  
Date Date

Hours: \_\_\_\_\_

Rate: \_\_\_\_\_

Total: \_\_\_\_\_

Date: \_\_\_\_\_

**12.32.010 Owner's responsibility—Noncompliance—Action by city.**

**It shall be the responsibility of the abutting property owner to promptly remove snow, ice and accumulations from the sidewalks. In the event that such snow, ice and accumulations are permitted to remain on said sidewalks for more than twenty-**

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**four hours after the end of any snowfall or ice storm, the superintendent of streets may remove the same.**

**RATES AND PROCEDURE, SIDEWALK SNOW REMOVAL ORDINANCE VIOLATION****Rates Charged to the Property Owners for Sidewalk Snow Removal**


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<b><u>LOT DESCRIPTION</u></b>	<b><u>CONTRACTOR PRICE</u></b>	<b><u>*CITY RATE</u></b>
Residential Interior Lot	\$20.00	\$25.00
Residential Corner Lot	\$30.00	\$37.50
Multi-Dwelling Corner Lot (4 to 8 Plexes)	\$30.00	\$37.50
Multi-Dwelling Corner Lot	\$50.00	\$62.50
Commercial Interior Lot	\$30.00	\$37.50
Commercial Corner Lot	\$50.00	\$62.50
Commercial Lot (Truck & Plow)	\$50.00 minimum	\$62.50

**\* City Rate is assessed at the contractor rate plus 25%.**

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**The following is a list of contractors that will provide this service:**

Gerald Barten	102 SW Pleasant St., Ankeny	964-0315
Rob Doerhoff	7815 NE 110 <sup>th</sup> Ave., Bondurant	491-8113
Bob Oliver	602 SW Walnut St., Ankeny	360-8673

For each snow only one contractor will be utilized for all sidewalk snow removal ordinance violations. We keep a record of each snow and the contractor responsible for that specific ordinance snow removal contract operation. The contractors work on a rotating storm basis. Snow removal locations are called in at one time to the contractor so that they can remove the snow at one time instead of being called for snow removal many times for individual locations.

**2005-2006 SENIOR CITIZEN SNOW REMOVAL****Snow Shovelers:**

Rob Doerhoff - 491-8113(CP)  
7815 NE 110<sup>th</sup> Ave., Bondurant, Iowa, 50035

Jerald Barten - 964-0315(H) 971-0812(CP) Jerry- 971-0450(CP)  
102 SW Pleasant St., Ankeny, IA 50023

Bob Oliver – 965-3200  
602 SW Walnut, Ankeny, IA 50023

**Fee: \$6.00 - Single Lot; \$12.00 - Double/Corner Lot**

**Conditions for Shoveling**

Shoveling of senior citizen sidewalks is contingent upon receiving 2” or more accumulation of snow and/or ice. Shoveling will begin once the snow has stopped falling and blowing snow has subsided. Contractors are urged to call Al Olson, Public Works Administrator, 963-3525(W) or 964-7060(H), to initiate shoveling. The Public Works Administrator will determine whether the accumulation of snow is sufficient enough to necessitate shoveling. Once a determination has been made, those contractors that have not called in will be contacted to initiate snow shoveling by a representative from the Public Works Division.

**NOTE: Please call our office if you have not been contacted as many times we are unable to reach you.**

**Payment Schedule**

The contractor is urged to turn in sheets to the Public Works Office by the **10th of the month** so that payment can be made at the end of the month. Sheets turned in after the 10th will be processed the following month.

Please indicate with an **‘X’** on the sheet if you **did** shovel the walk on a particular date. A **blank or dashed line** indicates that you **did not** shovel at that address. If it is a double lot please indicate so with two (2) ‘X’s’.

For additional copies of your list are needed throughout the winter contact Lori Pick at 963-3520.

If you have any questions, please contact Lori Pick at 963-3520. Thank you for your cooperation.

BUDGET CODE: 260.3263.4299